



MINNESOTA BOARD OF SOCIAL WORK BOARD MEMBER POSITION DESCRIPTION

I. MISSION STATEMENT

“To ensure to the residents of Minnesota quality social work services by establishing and enforcing professional standards.” – Board of Social Work Strategic Plan, September 1994.

II. POSITION PURPOSE

The Board of Social Work is an agency of the State of Minnesota, and its primary responsibility and obligation is to protect the public by regulating the practice of social work. The Board protects the public by ensuring that all persons licensed as social workers meet a minimum set of standards and by investigating complaints against social workers and their practice.

The Board operates according to laws that are passed by the state legislature. The Social Work Practice Act, which creates the Board and establishes the requirements that applicants and licensees must meet, is found in Minnesota Statutes, Sections 148E.001 through 148E.290. Minnesota Statutes, Chapter 214 which governs Boards, is charged with regulating certain occupations in Minnesota.

III. CLIENTELE

The public, members of the regulated professions, Board staff, professional associations and organizations, the Board’s Advisory Committee, Social Work Programs in Higher Educational Institutions, representatives of the Office of the Attorney General, Legal Counsel for Applicants and Licensees, Governor and Governor’s Staff, Legislators and Legislative Staff.

IV. DUTIES OF THE BOARD

The Board licenses and regulates the practice of social work in Minnesota by:

1. establishing the qualifications and procedures for individuals to be licensed as social workers;
2. establishing standards of practice for social workers;
3. holding examinations or contracting with the Association of Social Work Boards or a similar examination body designated by the Board to hold examinations to assess applicants’ qualifications;
4. issuing licenses to qualified individuals;
5. taking disciplinary, adversarial, corrective, or other action when an individual violates the requirements in statute;
6. assessing fees; and
7. educating social workers and the public on the requirements of the Board.

V. QUALIFICATIONS OF BOARD MEMBERS

Interested individuals who meet Board qualification requirements and are interested in serving on the Board must submit an application to the Minnesota Secretary of State Office. Board members are appointed by the Governor, and consist of five social workers licensed at the baccalaureate level; the other five social workers must include a licensed graduate social worker,

a licensed independent social worker, and at least two licensed independent clinical social workers; and 5 public members. All social worker members must have been engaged in the practice of social work in Minnesota for at least one year during the ten years preceding their appointments. At the time of their appointments, at least six members must reside outside of the 11-county metropolitan area, and at least five members must be persons with expertise in communities of color. Eight social worker members must be engaged at the time of their appointment in the practice of social work in Minnesota in the following settings:

1. one member must be engaged in the practice of social work in a county agency;
2. one member must be engaged in the practice of social work in a state agency;
3. one member must be engaged in the practice of social work in an elementary, middle, or secondary school;
4. one member must be engaged in the practice of social work in a hospital or nursing home licensed under chapter 144 or 144A;
5. one members must be engaged in the practice of social work in a private agency;
6. two members must be engaged in the practice of social work in a clinical social work setting; and
7. one member must be engaged in regular teaching duties at a program of social work accredited by the Council on Social Work Education or a similar accreditation body designated by the Board.

[Minnesota Statutes, section 214.02](#) defines a public member as "a person who is not, or never was, a member of the profession or occupation being licensed or regulated or the spouse of any such person, or a person who does not have or has never had, a material financial interest in either the providing of the professional service being licensed or regulated or an activity directly related to the profession or occupation being licensed or regulated."

VI. BOARD COMMITTEES

The Board has standing committees and ad hoc committees, which are created to address issues specified by the Board. The Board's standing committees include:

1. Executive Committee

The Executive Committee is comprised of the Board chair, vice-chair, and secretary-treasurer. The Executive Committee meets between regularly scheduled Board meetings to address matters identified by the chair and, as appropriate, make recommendations to the Board. The committee conducts annual performance reviews of the Board's Executive Director and makes recommendations to the Board on amendments to the bylaws. The Executive Committee meets as needed.

2. Legislation and Rules Committee

The Legislation and Rules Committee reviews policy issues relating to legislation and, as appropriate, makes recommendations to the Board. The Legislation and Rules Committee meets as needed.

3. Finance Committee

The Finance Committee is chaired by the secretary-treasurer of the Board and reviews policy issues relating to budget and finance and, as appropriate, makes recommendations to the Board. The Finance Committee normally meets in the evening on the day preceding Board meetings, which meets every other month.

4. Nominating Committee

At the second-to-the-last regularly scheduled Board meeting in each calendar year, the Nominating Committee shall begin work to bring forward a slate of officers. The nominees shall be presented at the Board's last regular meeting in each calendar year for election by the Board, for the upcoming year. The Nominating Committee will also develop and implement strategies to inform the citizens of the state about opportunities to serve as a member of the Board. The Nominating Committee meets in July, September, and November, and as needed.

5. Compliance Committee and Compliance Panels

The Compliance Committee reviews policy issues relating to compliance and, as appropriate, makes recommendations to the Board. The Compliance Panel meets in closed session to review staff investigations of complaints and, as appropriate, makes recommendations to the Board. The Compliance Committee meets the day preceding the Board meeting, which meets every other month, and, if necessary, the day of the Board meeting. The Board has two Compliance Panels which meet in alternate months.

6. Communication Education and Outreach Committee

The Communication Education and Outreach Committee consist of the members appointed by the chair of the Board. The Executive Director will designate staff to serve on the committee. The chair of the board shall designate one member to serve as chair. The committee shall increase the awareness of the Board as a regulatory agency and its mission, determine target audiences and tailor education, outreach and relationship building accordingly. The committee will strive to create a coordinated, consistent public education campaign utilizing all appropriate forms of communication medium. As appropriate, the committee may make recommendations to the Board. The committee will meet as needed.

7. Application Review Committee

The Application Review Committee consists of board members with clinical expertise appointed by the chair of the Board. The Applications Review Committee will review clinical coursework required for eligibility for the Licensed Independent Clinical Social Worker (LICSW) license when an academic institution, including a CSWE graduate degree program or an accredited institution of higher learning, or continuing education provider cannot attest to the applicant meeting the requirements to the satisfaction of the Board, make licensure eligibility decisions, and as appropriate, make recommendations to the Board. The committee may review other requirements as the need arises. The Application Review Committee meets monthly, and as needed.

8. Advisory Committee

The Advisory Committee consists of representatives of the social work associations and at least one member of the Board. The committee reviews policy issues of interest to the social work associations and, as appropriate, makes recommendations to the Board. The Advisory Committee meets every other month.

9. Ad Hoc Committees

The Board may create ad hoc committees to address issues specified by the Board. An ad hoc committee consists of the members appointed by the chair of the Board. The chair of the Board shall appoint one Board member to serve as chair. The committee shall review the issues specified by the Board and, as appropriate, make recommendations to the Board. The Ad Hoc Committees meet as needed.

VII. TIME COMMITMENT

The terms of the members shall be four years with the terms ending on the first Monday in January.

The Board holds regular, full-day business meetings every other month, on a Friday. Board meeting dates are scheduled more than a year in advance. Board members typically serve on at least one committee. Committee meeting times are scheduled to accommodate the committee members. Board and committee meetings will require preparation time by members.

Board members represent the Board to professional organizations and the public at large, when designated.

Board members are expected to attend at least one conference or training session during each term they serve on the Board.

Board members are reimbursed for expenses incurred in carrying out Board business and paid a per diem of \$55.00 per day.

VIII. CODE OF CONDUCT

The Board expects of itself and its members ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

Board members must represent unconflicted loyalty to the interests of the residents of Minnesota. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any member acting as an individual consumer of the Board's services.

Board members will comply with all pertinent state laws and regulations that are applicable to public officials.

Board members shall comply with the Model Code of Conduct adopted by the Federation of Associations of Regulatory Boards (FARB).

VIII. IMMUNITY

Board members, board employees, and persons engaged on behalf of the Board are immune from civil liability for any actions, transactions, or publications in the lawful execution of or relating to their duties pursuant to Minnesota Statutes, Sections 148E.040.

IX. REMOVALS; VACANCIES

A member may be removed by the appointing authority at any time (1) for cause, after notice and hearing, or (2) after missing three consecutive meetings.